



# City of Tempe

## DETENTION LIEUTENANT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	589	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police Department	<i>Salary / Hourly Minimum:</i>	\$80,370
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$108,500
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Detention Sergeant
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	Yes		

### REPORTING RELATIONSHIPS

Receives direction from a Police Commander, Assistant Police Chief or Police Chief.

Exercises direct supervision over assigned detention staff and/or civilian staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of supervisory or management experience in law enforcement, police administration, corrections, or a detention facility. Previous City of Tempe detention supervisory experience is preferred.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in police administration, criminal justice, public administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"><li>● Possession of a valid driver's license.</li><li>● Certification as a Jail Manager or Supervisor from the American Jail Association or American Corrections Association is preferred.</li><li>● Possession of a firearms qualifications.</li><li>● Must pass Police polygraph and background examination.</li></ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, manage and supervise the Police Detention Section; to plan and direct the development of the section's operating procedures for a 24-hour facility, and perform complex administrative tasks in the assigned areas of responsibility.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Direct, oversee and participate in the development and administration of the Detention Section; assign work activities, projects and programs; monitor workflow; develop and implement policies and procedures; review and evaluate work products, methods and procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for administrative support; implement policies and procedures.
- Evaluate operations and activities of the Detention operations; recommend improvements and modifications; prepare various reports on operations and activities; recommend improvements in workflow, procedures and use of equipment and forms.
- Prepare and revise various operating procedures, rules, and regulations upon request; develop and revise office forms and report format, as well as report preparation procedures.
- Assist Command Staff in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; recommending expenditure requests for designated accounts; monitor and control expenditures and budget accounts.
- Coordinate and administer key components of the Detention Supervisor, Officer, and Trainee recruitment and selection process in conjunction with Human Resources; provide or coordinate staff training, including the Prisoner Transportation Unit; work with employees to correct deficiencies; implement discipline procedures.
- Represent the City to the Maricopa Area Government (MAG) municipal jail work group; and the City Criminal Justice Advisory Committee.
- Administer and coordinate the Police Department's Fingerprint Services Program.
- Review internal and external complaints and problems; ensure compliance with established policies and procedures regarding the safety and welfare of staff and prisoners.
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<i>Effective January 2021</i>